

# United States Court of Appeals

District of Columbia Circuit  
Washington, D.C. 20001-2866

General Info (202)273-0300

Fax No. (202)219-8539

## CHECKLIST FOR EMERGENCY MOTIONS

Type of motion to be filed: \_\_\_\_\_

When motion will be filed: Date \_\_\_\_\_ Time \_\_\_\_\_

Disposition of motion needed by: Date \_\_\_\_\_ Time \_\_\_\_\_

Will counsel personally serve motion on opposing counsel? \_\_\_\_\_

If no, why not? \_\_\_\_\_

Is there a pending case in USCA now? \_\_\_\_\_

USCA # & Caption: \_\_\_\_\_

USDC/Agency # & Caption: \_\_\_\_\_

Hearing scheduled? No \_\_\_\_\_ Yes, When? \_\_\_\_\_

Date of Lower Ct/Agcy decision: \_\_\_\_\_ Is it available? \_\_\_\_\_

If a NOA has not been filed, when will it be? \_\_\_\_\_

On motion for stay, what is the status of any motion for stay before the lower court or agency pursuant to FRAP 18?

Denied on \_\_\_\_\_ Pending status is \_\_\_\_\_

Brief description of case: (What is happening & when?) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of counsel \_\_\_\_\_

Office Phone # \_\_\_\_\_ Home Phone # \_\_\_\_\_ Fax Phone # \_\_\_\_\_

Name of counsel \_\_\_\_\_

Office Phone # \_\_\_\_\_ Home Phone # \_\_\_\_\_ Fax Phone # \_\_\_\_\_

Name of opposing counsel \_\_\_\_\_

Office Phone # \_\_\_\_\_ Home Phone # \_\_\_\_\_ Fax Phone # \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

### ***FOR CLERK'S OFFICE USE ONLY***

Deputy Clerk \_\_\_\_\_ Date & Time \_\_\_\_\_

LD notify who? \_\_\_\_\_

### ROUTING

\_\_\_\_\_ Clerk \_\_\_\_\_ Team Leader \_\_\_\_\_ Staff Attorney Assigned \_\_\_\_\_

\_\_\_\_\_ Ch. Deputy Clerk \_\_\_\_\_ Supv/Op Unit \_\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_\_ LD Office \_\_\_\_\_ Intake \_\_\_\_\_